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## How to Organize Your Neighborhood

1. Contact your [local emergency management agency](#) for training information, presentation options, and materials (MYN Neighbor Handout, Discussion Guide, CD and DVD).
2. Review materials, CD, and DVD.
3. Choose a meeting date.
4. Determine your neighborhood boundaries ([sample map](#)). We recommend 15-20 households because of the importance of the first hour of a disaster response.
5. **Personally** invite your neighbors to attend your neighborhood meeting.
6. Conduct the meeting using the simple-to-follow [Discussion Guide](#) and DVD. Start and end your meeting on time allowing for a maximum time of 90 minutes.
7. After the meeting, fill out the [MYN Postcard](#) and send it to your [local emergency management agency](#). This will allow us to track the number of teams statewide and evaluate the program. The information needed includes:



Host Name  
Host Address  
Date of Meeting  
Number of Individuals  
Number of Households Participating

If you have questions, please contact your [local emergency management agency](#), or the EMD Public Education Department at 800.562.6108 or email: [PublicEducation@emd.wa.gov](mailto:PublicEducation@emd.wa.gov)